



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

INFORMATION OFFICER II
Administration Division
Public Affairs and Outreach
\$4,963.00 - \$5,988.00

Under the general direction of the Deputy Executive Officer, the Information Officer II (IOII) serves as the Manager of the Public Affairs and Outreach unit of the Communication, Legislation, and Policy Division. The incumbent is responsible for the Board's customer services relations, outreach, public media relations, and performing the more difficult professional and technical tasks associated with media and public communications and outreach.

REQUIRED QUALIFICATIONS

- Appreciation of news value, public education and outreach.
- Ability to apply creative strategies in public education and outreach efforts.
- Ability to analyze situations accurately and recommend an effective course of action.
- Ability to gain the confidence and respect of persons contacted in the course of work.
- Ability to establish and maintain cooperative working relations with the news media and other public groups and associations.
- Application of the need to inform and educate the public on various phases of the Board's programs.

ESSENTIAL FUNCTIONS

- Serves as the Victim Compensation and Government Claims Board's (VCGCB) primary spokesperson to state and national media, and public interest groups, representing the 3-member Board and the Executive Officer on sensitive and complex matters.
- Creates and distributes press releases and represents the Board at press conferences. Manages incoming press calls.
- Manages and maintains professional relationships with members of the media, Capitol Press Corps, State and Consumer Services Agency (SCSA), the Governor's Office, the Legislature and the public.
- Advises the Executive Officer and Board Members on sensitive issues and potential issues related to media activities and VCGCB policies and practices.
- Contacts individuals and members of the media, SCSA, the Governor's Office and the Legislature to keep them informed of the VCGCB's activities.
- Serves as the point person for Public Records Act requests and ensures that such requests are processed within legal guidelines.
- Manages the Public Affairs and Outreach staff and the California State Employees Charitable Campaign program.
- Analyzes extent of public understanding of the various programs under the Board's authority and determines needs regarding public education and outreach efforts and media activities.
- Develops key strategies for establishing effective communications with the media and the Board's stakeholders for inclusion as annual goals and objectives in the Board's strategic plan.
- Manages all aspects of media and outreach efforts ensuring a VCGCB presence at conferences which reach victim and provider groups, government and law enforcement agencies and other appropriate events that provide an opportunity to educate and inform the public of the presence and purpose of all programs of the VCGCB.

WHO MAY APPLY

Individuals currently in the IOII classification or those eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed**

SUBMIT APPLICATION TO

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
Email: rjones1@vcgcb.ca.gov
(916) 324-3252

Final Filing Date:
April 19, 2006, or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

Training and development assignments may be considered for most positions.

California Relay Service: Voice line: 1-800-735-2922 Position #: 040-420-5595-001
TDD User: 1-800-735-2929